

ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY PROGRAMS SERVICE

VOL. 4, NO. 6

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CLAIMS

Claims for nonreceipt of publications and microfiche must be postmarked within 60 calendar days of receipt of the shipment. Claims postmarked later than 60 days will not be honored, and the claim form will be returned to the depository library with this stamped message: GPO will not honor claims older than the specified 60-day claim period.

Please be sure to submit your claims on the combined shipping list claim form. The combined form is the only form accepted by GPO for processing claims. Please make sure that your correct address appears on the claim form.

SUDOC CLASSIFICATION NUMBER REQUESTS

GPO receives numerous requests for Superintendent of Documents classification numbers for "fugitive" publications, i.e. publications which are not received by GPO. We would like to respond to all requests, but the volume makes this impossible. We realize, however, how important it is for librarians to be able to shelve and retrieve these documents. To solve the problems being faced by both GPO and depository libraries, GPO has decided to take the following steps:

1. GPO will provide its classification policy manual to all depository libraries.
2. A numbering scheme or group of numbers will be set aside for local use only, so that librarians may assign their own SuDoc numbers to many of these publications. We hope to have this scheme to you by mid-June.
3. It is important that GPO still be notified of fugitive publications so that important publications may be included in the system and the Monthly Catalog. Priorities will be established for processing these requests to best serve the Depository Library Program, and will be made available to you by the end of June.
4. Clear instructions will be issued for the submission of all requests by the end of June.

Please send all suggestions to Chief, Cataloging Section 1, Library Division, U.S. G.P.O., 5236 Eisenhower Avenue, Alexandria, VA. 22304.

GPO CATALOGING GUIDELINES--UPDATES

All depository libraries should have received copies of the Government Printing Office Cataloging Guidelines by now. The Guidelines will be updated as needed, through change sheets (not by a "Bulletin" as previously announced). The first change sheets should be ready for distribution during the summer of 1983.

MAPS REFERENCE TOOL

There is a new maps reference book that might be of interest:

Guide for a Small Map Collection, by Barbara Farrell and Aileen Desbarats. Association of Canadian Maps Libraries. \$12.50

order from: National Map Collection
Public Archives of Canada
395 Wellington Street
Ottawa, Ontario K1A 0N3

FEDERAL DEPOSITORY LIBRARY MANUAL

The first draft of the Federal Depository Library Manual was created by the Depository Library Systems Committee of the Depository Library Council and was discussed by the Committee during the spring 1983 meeting. It is a valuable reference tool that covers a broad range of depository activities--from "core collections for various types of libraries" to "public awareness".

When it is completed (hopefully in late 1983), it will also include an index and dictionary of terms. We plan to distribute the manual for the Council in a looseleaf binder in early 1984.

Please do not request copies at this time. The draft is massive and in rough form.

DISCONTINUED ITEM NUMBERS

An ongoing project of the Depository Administration Branch of the Library Programs Service is to identify and delete discontinued item numbers from the computer printout sent to depository libraries. The Update Selection Printout to be distributed to depository libraries in December will eliminate all the discontinued item numbers which we can identify. Some librarians have told us that they have been compiling their own lists of discontinued item numbers. We would appreciate receiving copies of such lists which can help us update the December Update Selection Printout. Just drop a note to us at the following address:

U.S. Government Printing Office
Discontinued Item Numbers
5236 Eisenhower Avenue
Alexandria, VA 22304

INSURANCE

It is important to remember that Government depository collections are Government property. The Government is self-insured, and therefore, the publications need not be insured by your institutions.

SUDOCs CLASSIFICATION SCHEME--CORRECTIONS

In an ongoing effort to be as accurate as possible in assigning classification numbers, the Classification and Cataloging Branch has taken the following steps to avoid duplication:

All serials are searched on OCLC before they are classified.

Publications which arrive at the Library Division from agency mail lists or other miscellaneous sources are checked on OCLC.

These efforts have not, evidently, screened out many duplicate class numbers, but we will continue to search these categories of publications for the next few months.

In another effort to tackle the problem, the branch has been developing a classification manual which will be distributed to depository libraries in a draft form in the next few months. The section chiefs have worked directly with the classifiers to determine what areas are most critical for inclusion. This policy manual is currently a training guide and will eventually be a reference tool somewhat like the GPO Cataloging Guidelines.

SHIPPING LIST ERRORS

The Depository Administration Branch has instituted a quality control program to ensure the integrity of the shipping lists. All typists' work is monitored and proofread to ensure quality.

SELECTION UPDATE PRINTOUTS

GPO has begun to mail new printouts to all selecting depository libraries. These printouts reflect the changes that the libraries requested with the last updates which were returned to LPS.

Please keep these printouts. We will distribute instructions on how to change your selections shortly. You may wish to review your selections before the next update period.

CONGRESSIONAL SERIAL SET

The bound U.S. Congressional Serial Set is being issued only in paper cover format. The depository libraries that are receiving the House/Senate reports and documents in microfiche as they are issued will be receiving a set of plastic dividers which will convert them into the Serial Set. Together with the dividers, a microfiched copy of the title page and/or table of contents will be provided. It will list the reports and documents to be included for each volume of the Serial Set. The item number for the microfiched title page for House/Senate documents will be 996-B; for House/Senate reports the item number will be 1008-D.

DDIS ITEM CARDS

The "item cards" which were mailed to the depository libraries with survey 83-1 in January 1983, were printed without logical word breaks and consisted of at least two cards per "item number". LPS requested changes to the printed format, and the DDIS cards are now printed with logical word breaks for easier reading. The DDIS produced cards will resume with survey 83-8.

The revised card format still requires at least two cards per "item number." Efforts to correct this are continuing and should be successful in the near future.

ESTIMATED MONETARY VALUE OF DEPOSITORY LIBRARY COLLECTIONS

Many depository librarians have inquired about the monetary value of their documents collections. We have compiled the following data to assist you and your administrators.

The monetary value of a Depository Library Collection for one year with the cost based on estimated commercial value of the publications:

Depository Regional - \$100,000

Depository Selective - \$35,000 (costs based on 35% selectivity)

NUMBER OF PUBLICATIONS DISTRIBUTED BY FISCAL YEAR

The Library Programs Service distributed the following volume of materials during fiscal years 1980 and 1981:

Publications mailed (Hardcopy)

	FY 80	FY 81
Titles	55,722	40,951
Copies	29,813,484	29,230,646

Publications mailed (Microfiche)

	FY 80	FY 81
Titles	7,000	14,655
Copies	5,840,580	14,479,840

GPO's name authority personnel are currently participating in LC's TOSCA training program. We expect that TOSCA will result in more efficient processing of name authority records, which will be a benefit to the cataloging program.

SENATE AMENDMENTS

Effective April 18, 1983, Senate Amendments are no longer being printed separately in the traditional manner. They will appear only in the Congressional Record. This action will result in further reduction of Congressional printing costs.

PATENT DEPOSITORY LIBRARIES

With this issue of Administrative Notes you will find information regarding on-line access to U.S. Patent and Trademark Office data. Since many users of Government documents ask for this, we are pleased to let you know about CASSIS (Classification And Search Support Information System). For in-depth patent and trademark information, we suggest that you refer patrons to the Patent Depository Libraries, most of which are part of GPO's Congressional Depository Library Program. (See attachments)

PROBLEM SOLVERS

Depository librarians are encouraged to use GPO form #3794, "Depository Library Request for Information", when the following routine problems are encountered:

- 1) Classification inquiry
- 2) Item number inquiry
- 3) Monthly Catalog inquiry
- 4) Claim inquiry
- 5) Publication inquiry
- 6) Daily Depository Shipping List inquiry
- 7) Any problem where time is not of the essence

The following list of phone numbers is being supplied for the use of depository librarians when time is of the essence. Some examples of critical problems where a phone call is necessary are:

1. When you miss a whole box of depository material...please call 703 557-7670.
2. When you begin to miss a specific item number of material from different shipping lists...please call 703 557-9026.
3. When you start to receive another library's material... please call 703 557-7670.
4. If the number of publications (microfiche or paper) missing from your shipments suddenly doubles...please call 703-557-7670.

These are a few examples of problems where one quick phone call may be able to save you, GPO, or another library a lot of time and money. Thank you for your cooperation.

NEW ITEM NUMBER PROJECT

LPS is currently undertaking a major project to identify a different control number for selection/distribution of publications. With the DDIS System's problems and with the numerous new types of publications and maps which we will be distributing, the present item numbering system is breaking down. The USGS/DMA map survey alone will create some 600 new items, with 95,000 item cards required to cover the survey. Obviously, this will only continue. Our staff has been asked to give consideration to any scheme, and we expect to have the results by the 1st of June. We would appreciate any suggestions that any of the depository librarians might have for a more workable system. Obviously, part of the problem has been the tying of item numbers to the SuDocs Classification numbers in recent years. Any suggestions you might have should be in our hands by mid-June 1983.

THE GPO TELEPHONE DIRECTORY

The copies of the GPO Telephone Directory ordered for depository distribution will be delivered to LPS on June 6, 1983. Distribution will be made immediately to depository libraries.

DEPARTMENT OF ENERGY

As soon as the interagency agreement between DOE and GPO is signed, DOE will be prepared to begin distribution of their microfiche to depository libraries.

The survey on DOE material will be sent to depository libraries within the next 2 weeks. The survey will be conducted in two parts:

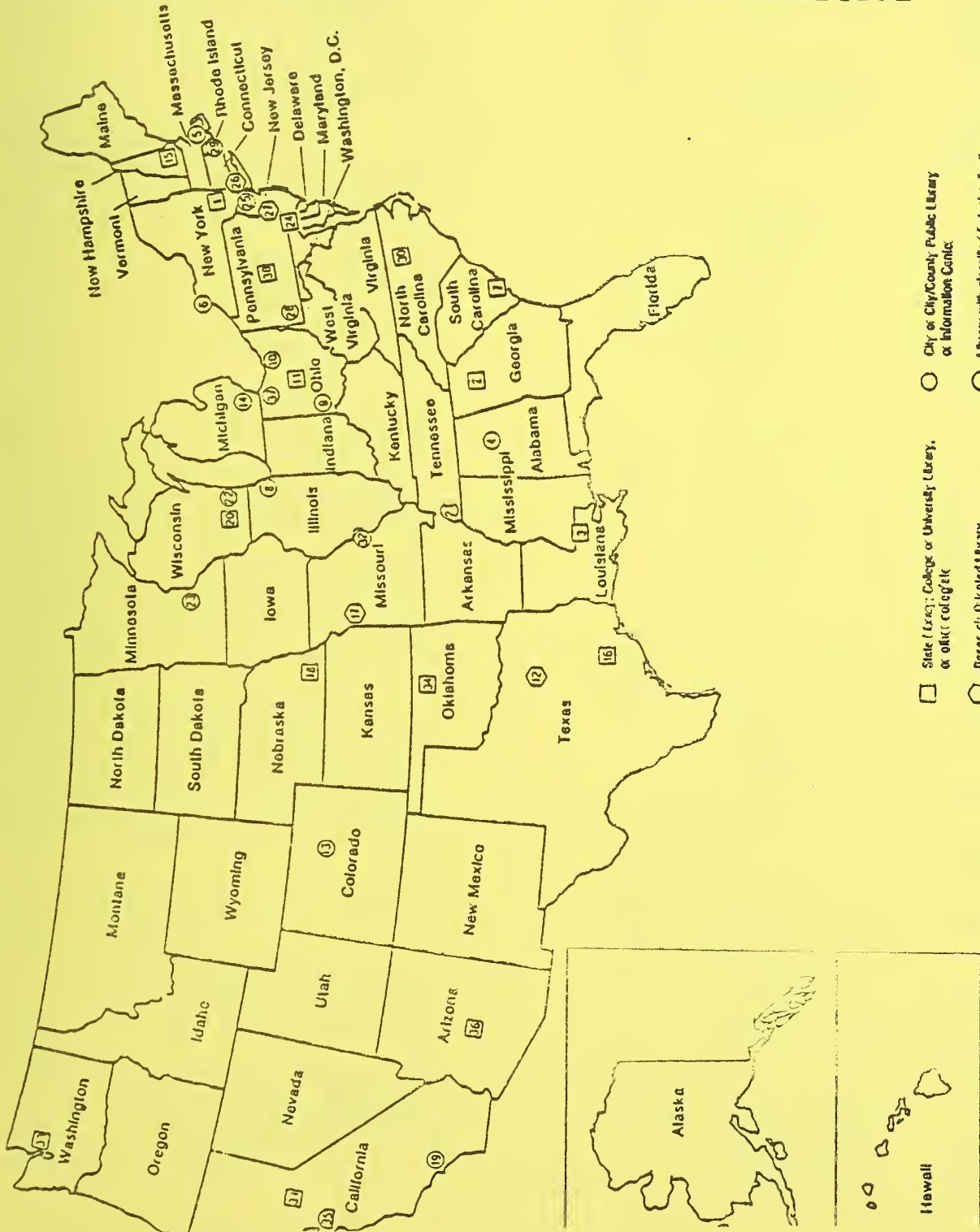
Current materials (1983-)
Retrospective publications (1977-1982)

The analysis of the DOE R&D reports currently made available indicate that in 1982 alone there were 20,253 publications. From 1977 through 1982 there were 105,000 titles and 136,000 sheets of microfiche. The number of 1983 titles issued through April indicates that the total for this year will probably far exceed that of 1982.

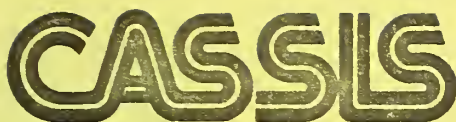
We will send you additional information about the DOE publications as soon as we can do so.

TOSCA AT GPO

As a cooperative partner with the Library of Congress in cataloging and in name authority establishment, GPO will participate in LC's TOSCA program starting June 1, 1983. TOSCA stands for Total On-line Searching for Cataloging Activities. Its primary impact at GPO will be in the changing of procedures for updating name authority records.



- 1 Albany, NY - New York State Library
- 2 Atlanta, GA - Price Gilbert Memorial Library,
- 3 Georgia Institute of Technology
- 4 Baton Rouge, LA - Troy H. Middleton Library,
- 5 Louisiana State University
- 6 Birmingham, AL - Birmingham Public Library
- 7 Boston, MA - Boston Public Library
- 8 Buffalo, NY - Buffalo and Erie County Public Library
- 9 Charleston, SC - Medical University of South Carolina Library
- 10 Chicago, IL - Chicago Public Library
- 11 Cincinnati, OH - Public Library of Cincinnati and Hamilton County
- 12 Cleveland, OH - Cleveland Public Library
- 13 Columbus, OH - Ohio State University Libraries
- 14 Dallas, TX - Dallas Public Library
- 15 Denver, CO - Denver Public Library
- 16 Detroit, MI - Detroit Public Library
- 17 Durham, NC - University of North Carolina Library
- 18 Houston, TX - Fondren Library, Rice University
- 19 Kansas City, MO - Linda Hall Library
- 20 Lincoln, NE - Engineering Library,
- 21 University of Nebraska-Lincoln
- 22 Los Angeles, CA - Los Angeles Public Library
- 23 Madison, WI - Kurt F. Wendt Engineering Library, University of Wisconsin
- 24 Memphis, TN - Memphis & Shelby County Public Library and Information Center
- 25 Milwaukee, WI - Milwaukee Public Library
- 26 Minneapolis, MN - Minneapolis Public Library and Information Center
- 27 Newark, NJ - University of Delaware (Excl.)
- 28 Newark, NJ - Newark Public Library
- 29 New York, NY - New York Public Library
- 30 Philadelphia, PA - University City Library (Excl.)
- 31 Pittsburgh, PA - Carnegie Library of Pittsburgh
- 32 Providence, RI - Providence Public Library
- 33 Raleigh, NC - R.H. Rouse III Library, North Carolina State University
- 34 Sacramento, CA - California State Library
- 35 St. Louis, MO - St. Louis Public Library
- 36 Seattle, WA - University of Washington Libraries
- 37 Stillwater, OK - Oklahoma State University Library
- 38 Sunnyvale, CA - Patent Information Clearinghouse
- 39 Tempe, AZ - Arizona State University Libraries
- 40 Toledo, OH - ToledoLucas County Public Library
- 41 University Park, PA - Police Library,
- 42 Pennsylvania State University Libraries



(Classification And Search Support Information System)

Provides PATENT DEPOSITORY LIBRARIES direct, on-line access to Patent and Trademark Office data.

■ Original and cross-reference classifications of a patent:

Given a patent number, CASSIS will display all its locations in the U.S. Patent Classification System (PCS)—the world's most comprehensive system for categorizing patented technology.

■ All patents assigned to a classification:

Given a technology as described by a PCS classification, CASSIS will display all patents assigned that classification, with the newest patents shown first. Thus, patents relating to a particular technology can be identified.

■ Classification titles:

CASSIS will display PCS classification titles three ways and permit the user to alternate between them while staying focused on a particular classification.

Page display: shows the titles as they appear in the official Manual of Classification. Once a classification has been selected, the system automatically generates a page display with the chosen classification as the starting point and focus.

Coordinate display: shows only those classifications which (1) are in the same broader technological category and (2) have the same "level of indentation" (detail) as the one selected. This permits faster browsing of classification titles by eliminating the need to read unneeded detail until an interesting title is found.

Full title display: brings together in one display the title of a chosen classification along with the titles of all broader category classifications to which it relates. This permits quick and complete retrieval of all pertinent title information on any classification.

■ Search of key words in classification titles:

Given key words, CASSIS will identify all classifications whose full titles contain those words. Further, classifications whose titles contain specified words may be excluded. This permits fast, automatic searching of over 100,000 classification titles to identify those of interest.

CASSIS is designed to assist you in using the patent collections in the Nation's many PATENT DEPOSITORY LIBRARIES.

CASSIS can eliminate the need for manual look-up and study of various paper volumes of classification reference documents which can require many steps in different locations within the libraries.

CASSIS can help you define a "field of search" and identify the patents in that field. These patents can then be reviewed in the numerically sequenced (patent number) file maintained in the paper or microfilm collection of the library.

State	Name of Library	Contact
Alabama	Birmingham Public Library	(205) 254-2555
Arizona	Tempe: Science Library, Arizona State University	(602) 965-7607
California	Los Angeles Public Library	(213) 626-7555 Ext. 273
	Sacramento: California State Library	(916) 322-4572
	Sunnyvale: Patent Information Clearinghouse*	(408) 738-5580
Colorado	Denver Public Library	(303) 571-2122
Delaware	Newark: University of Delaware	(302) 738-2238
Georgia	Atlanta: Price Gilbert Memorial Library, Georgia Institute of Technology	(404) 894-4559
Illinois	Chicago Public Library	(312) 269-2865
Louisiana	Baton Rouge: Troy H. Middleton Library, Louisiana State University	(504) 388-2570
Massachu- setts	Boston Public Library	(617) 536-5400 Ext. 265
Michigan	Detroit Public Library	(313) 833-1450
Minnesota	Minneapolis Public Library & Information Center	(612) 372-6552
Missouri	St. Louis Public Library	(314) 241-2288 Ext. 214, 215
* Collection organized by subject matter.		
Nebraska	Lincoln: University of Nebraska-Lincoln, Engineering Library	(402) 472-3411
New Hampshire	Durham: University of New Hampshire Library	(603) 862-1777
New Jersey	Newark Public Library	(201) 733-7814
New York	Albany: New York State Library Buffalo and Erie County Public Library	(518) 474-5125 (716) 856-7525 Ext. 267
	New York Public Library (The Research Libraries)	(212) 930-0850
North Carolina	Raleigh: D. H. Hill Library, N.C. State University	(919) 737-3280
Ohio	Cincinnati & Hamilton County, Public Library of	(513) 369-6936
	Columbus: Ohio State University Libraries	(614) 422-6286
	Toledo/Lucas County Public Library	(419) 255-7055 Ext. 212
Oklahoma	Stillwater: Oklahoma State University Library	(405) 624-6546
Pennsyl- vania	Philadelphia: Franklin Institute Library	(215) 448-1321*
	Pittsburgh: Carnegie Library of Pittsburgh	(412) 622-3138
	University Park: Pattee Library, Pennsylvania State University	(814) 865-4861
* Call only between the hours of 10:00 a.m. and 5:00 p.m.		
Rhode Island	Providence Public Library	(401) 521-7722 Ext. 226
South Carolina	Charleston: Medical University of South Carolina	(803) 792-2372
Tennessee	Memphis & Shelby County Public Library and Information Center	(901) 528-2957
Texas	Dallas Public Library	(214) 748-9071
	Houston: The Fondren Library, Rice University	(713) 527-8101 Ext. 2587
Washington	Seattle: Engineering Library, University of Washington	(206) 543-0740
Wisconsin	Madison: Kurt F. Wendt Engineering Library, University of Wisconsin	(608) 262-6845
	Milwaukee Public Library	(414) 278-3243

